

<b>2453 TRANSFER/DISPOSAL OF EQUIPEMENT</b>	
Chapter: <b>Sununu Youth Services Center</b>	Section: <b>Fiscal Management</b>
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: <b>June 1, 2009</b> Scheduled Review Date: _____
	William W. Fenniman, DJJS Director
Related Statute(s): <b><a href="#">RSA 621</a>, and <a href="#">RSA 621-A</a></b> Related Admin Rule(s): _____ Related Federal Regulation(s): _____ ACA Standard: <b>3-JTS-1B-13</b>	Related Form(s): <b><a href="#">P-17</a>, and <a href="#">P-11</a></b> Bridges' Screen(s) and Attachment(s): _____

All items defined as "equipment" are a part of the John H. Sununu Youth Services Center's (SYSC) Fixed Assets Inventory and are assigned inventory tags. In order to maintain proper records of facility inventory, the Agency Steward shall authorize any equipment that is to be moved, transferred to surplus, or disposed of.

<b>Purpose</b>
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The purpose is to establish the procedure to transfer and/or dispose of equipment in Residential Services.

<b>Procedure</b>
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- I. Equipment: Any item with a value totaling \$100 or more, and with a lifespan of more than one year.
  - A. Any staff wishing to move, dispose of, or transfer to surplus any equipment shall first contact the Agency Steward, who will decide on the proper treatment of the item.
  - B. Staff shall fill out a P-17 form, requesting the transfer or disposal of equipment, and submit it to the Agency Steward.
  - C. The Agency Steward shall instruct the Maintenance Department, via e-mail or formal written request, to pick up the equipment.
  - D. Maintenance staff shall notify the requesting staff of the pick-up schedule.
  - E. The Agency Steward shall update the inventory records.
- II. Any transfer of equipment to surplus shall require the Agency Steward to fill out a P-11 form (Declaration of Surplus Property). The Agency Steward will arrange for the disposition and/or delivery of the equipment.